

# **City of Gunnison**

## **Travel Policy**

Accepted by Council March 22, 2011

City Employees and Council Members are eligible to receive payment of certain travel expenses when City business requires travel further than 30 miles away from Gunnison.

Actual and necessary travel expenses that result from approved travel are eligible for reimbursement through the terms of this policy.

Reimbursable travel expenses for employees shall be approved by Department Directors and the City Manager. Council shall approve their travel expenses when assigned to committees and boards.

### **REIMBURSEMENTS:**

All requests for travel reimbursement will be completed on a Travel Reconciliation form and submitted to the appropriate person for approval. Policy limitations are listed below. Purchases of alcoholic beverages and entertainment expenses are not reimbursable under any circumstances.

Travel reimbursements shall be paid within fourteen (14) business days of approved Travel Reconciliations being received by the Finance Department.

#### **I. Receipt Requirements:**

- A. Receipts are required for reimbursement and reconciliation of all travel expenses unless otherwise stated in this policy. When possible, receipts should contain the date, description of purchase, dollar amount, vendor name and location, and vehicle unit number if a City vehicle expense.
- B. Whenever possible, receipts for mass transit and parking shall be provided.
- C. All receipts must be attached to the Reconciliation Form for reimbursement.

## **II. Meal Reimbursements:**

- A. Breakfast expenses may be claimed for any travel required prior to 7:00 A.M. and dinner expenses may be claimed for travel resulting in arrival back to Gunnison after 6:00 P.M.
- B. Meal rates are adjusted based on information provided by the United States Bureau of Labor Statistics. The consumer price index as of mid-year of the previous year is used to calculate the upcoming rate, which becomes effective January 1<sup>st</sup> for that year following.
- C. Meal rates for reimbursement are provided on the Reconciliation Form and are updated in odd numbered years.
- D. Meal reimbursement limits may be combined to pay for a single meal and reimbursement will be at actual cost not to exceed the sum of the limits set forth provided all of the following conditions are met:
  - 1. The reimbursement amount for a single meal does not exceed the sum of the maximum amount allowed if traveling for a full day. If traveling a partial day this rule does not apply.
  - 2. No meals are provided by the function or training that is attended for City training or meeting purposes.

## **III. Lodging:**

Employees are encouraged to prepay in advance any lodging expense with a City-issued check or City-issued credit card, providing a tax exempt certificate. Direct billing to the City may be made with prior arrangements. These actions will eliminate the payment of sales tax expenses.

- A. Lodging expenses will be reimbursed at actual cost when travel requires overnight accommodations.
- B. Employees are requested to find the best available rate, Government, or special rates when possible.
- C. Employees may stay with relatives or an acquaintance in lieu of paying lodging. When doing so, the employee may be reimbursed for the cost of one meal for the employee's host during the trip at the established rate.

#### **IV. Transportation:**

Employees are encouraged to use a City-provided vehicle whenever possible for travel outside the City limits.

##### **A. City-Provided Vehicle**

1. If it is necessary to fuel a City-provided vehicle while traveling, the employee may use the City-issued credit card or gas card. If a cash or credit card purchase is needed, a receipt is required for reimbursement.
2. The department using Fleet Management vehicles for travel will be charged a fee for the use of the vehicle based on budget allocations.
3. Use of City vehicles by persons not employed by or appointed officials of the City shall be approved by the City Manager prior to travel.

##### **B. Privately-Owned Vehicles**

An employee may claim mileage expenses when traveling in their own private vehicle. The vehicle must be in full compliance with Colorado licensing requirements. Reimbursement is at a rate established in accordance with the mileage rates set by the I.R.S. and the effective date of that rate shall be the date the City obtains such notification, usually January 1<sup>st</sup> of each year.

##### **C. Public Carriers:**

1. Travel Expenses for mass transit shall be reimbursed at actual cost.
2. Air travel shall be reimbursed at economy class rates using the shortest and most cost efficient routes and carriers available.

##### **D. Rental Cars shall be reimbursed at actual costs.**

#### **V. Miscellaneous Reimbursement:**

- A. Attendance at a conference or professional association meeting which requires a registration fee may be reimbursed at actual cost.
- B. One telephone call per day of a reasonable length (fifteen minutes) to one's home when away on travel is allowed and a reimbursable expense. If a cell phone is used, employees are requested to avoid roaming charges.

# TRAVEL RECONCILIATION

Rev. 02/29/12

(To be completed along with credit/purchase card statement)

\*Attach all receipts

\*Use separate sheet for each week

Name of Employee: \_\_\_\_\_

Vendor No.: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Travel to Attend: [ ] Requested Training [ ] Required Training Other: \_\_\_\_\_

I certify that these expenses were incurred in the conduct of City business

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
Date								
	<b>Reimburseable Mileage Rate is based on IRS mileage rate. The rate is updated on an annual basis, usually in January of each year.</b>							
	mi.	mi.	mi.	mi.	mi.	mi.	mi.	
	@ .555	@ .555	@ .555	@ .555	@ .555	@ .555	@ .555	
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Meals - Includes Tip:</b>								
Breakfast - \$13.00								\$
Lunch - \$13.00								\$
Dinner - \$24.00								\$
Lodging								\$
Telephone								\$
Parking								\$
Meeting Materials								\$
Misc. Expenses								\$
<b>TMML TOTAL</b>								\$

Amount Paid by Credit/Purchase Card: \_\_\_\_\_

Amount Requested for Reimbursement: \_\_\_\_\_

GL Account Number: \_\_\_\_\_

Payment Approved: \_\_\_\_\_

Supervisor

Department Head